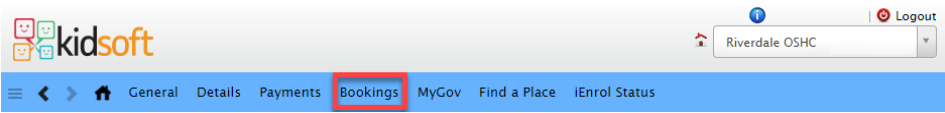
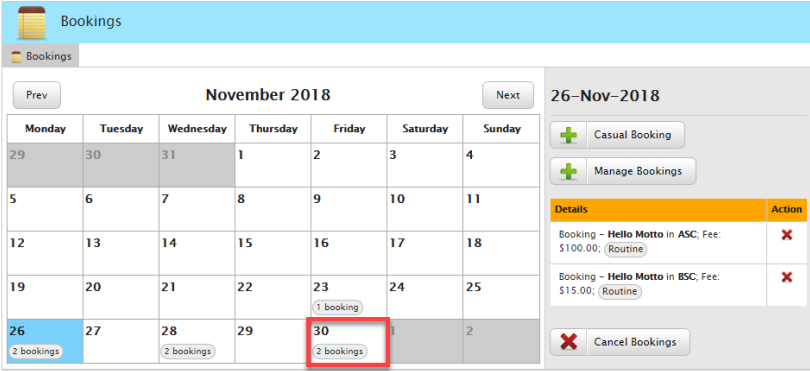
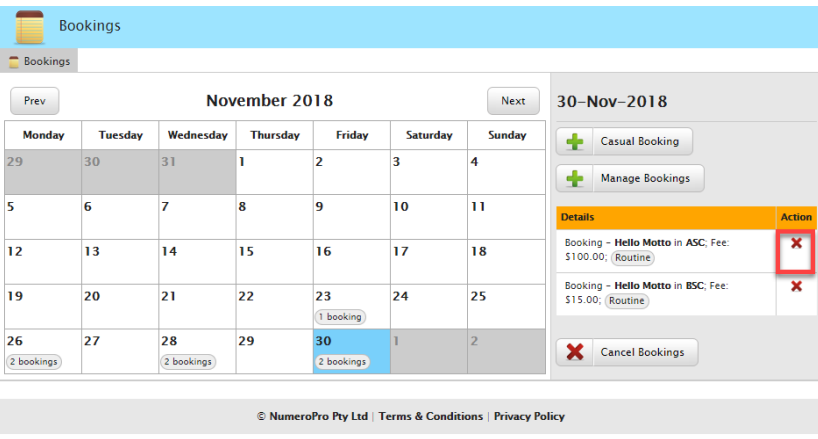
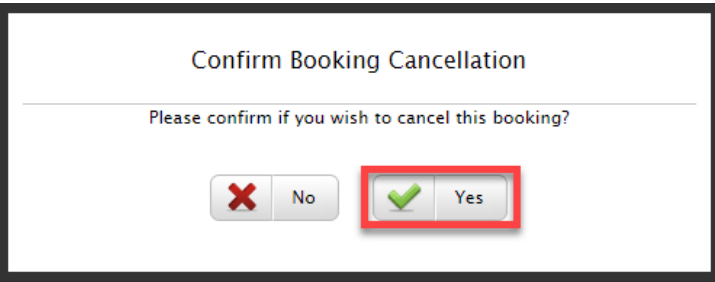
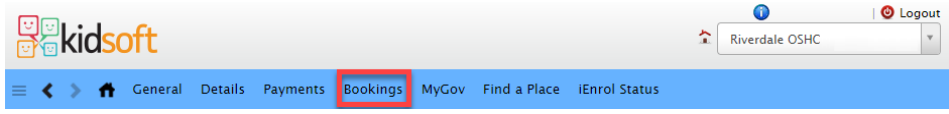
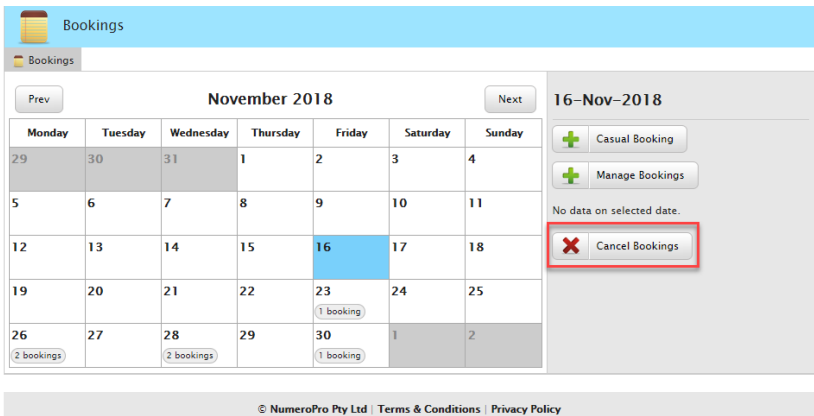
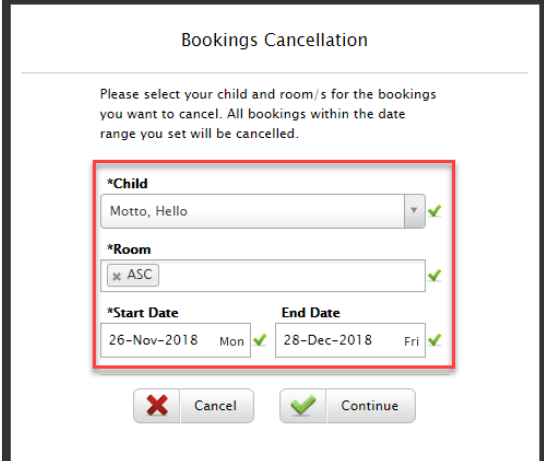
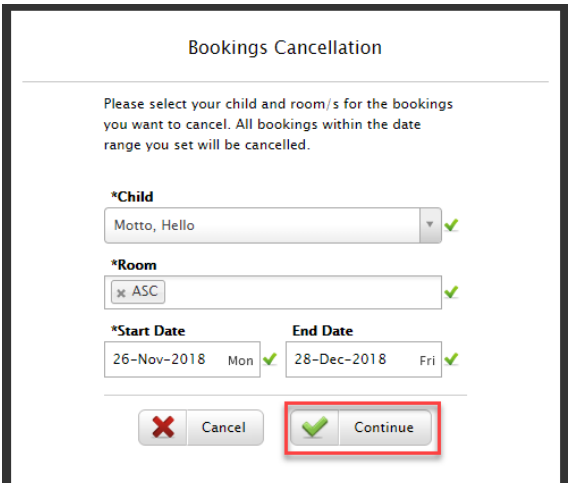



To cancel an individual booking, follow these steps:

Step	Action
1.	<p>Logon to iParent Portal and select the Bookings tab</p> 
2.	<p>Select the relevant booking date on the calendar view</p> 
3.	<p>Click the red cross next to the booking you wish to cancel. If there are multiple bookings on the day, ensure you select the correct session (BSC or ASC)</p> 
4.	<p>A Confirm Booking Cancellation pop up will appear. Select Yes</p>  <p>Note: If you are requesting a cancellation within the late cancellation period, your booking will be marked as absent</p>

To cancel all bookings within a date range, follow these steps:

Step	Action
1.	<p>Logon to iParent Portal and select Bookings</p> 
2.	<p>Select the Cancel Bookings button</p> 
3.	<p>Select the relevant child name, room, start date and end date</p> 
4.	<p>Press Continue</p> 

Step	Action
5.	<p data-bbox="395 232 847 264">Press Yes to confirm the cancellation.</p> <div data-bbox="395 280 1123 573" style="border: 2px solid black; padding: 10px;"><p data-bbox="443 315 504 367"></p><p data-bbox="715 322 807 353">Confirm</p><hr data-bbox="427 383 1102 387"/><p data-bbox="480 398 1034 450">Are you sure you wish to cancel the bookings for Motto, Hello in [ASC] from 26-Nov-2018 to 28-Dec-2018?</p><p data-bbox="612 465 919 517"><input data-bbox="612 465 740 517" type="button" value="X No"/> <input data-bbox="767 465 919 517" type="button" value="✓ Yes"/></p></div>